



LINNÉ K. STOUT
DIRECTOR

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

November 24, 2014

Dear Executive Director:

On October 20, 2014, the Department of Community Services and Development (CSD) received the initial Notice of Grant Award for the 2015 Community Services Block Grant (CSBG) in the amount of \$14,943,410, which is based on the continuing resolution for the first quarter of Federal Fiscal Year 2015.

As part of CSD's effort to streamline the contract process, the 2015 contract format has changed and is now a two part contract. Part I includes the base contract, which must be signed and returned to CSD, and Part II consists of boilerplate provisions that are available on the CSD Provider's Website <http://providers.csd.ca.gov/Home.aspx>. Exhibits have been replaced with Subparts A through H and subcategories are referenced as Articles instead of Exhibits. Please refer to the Contracts Cover Letter for a checklist identifying the information required to be returned with your 2015 contract.

The CSBG contract term is January 1, 2015 through December 31, 2015. Attached is Part 1 of the 2015 CSBG contract and the estimated allocation spreadsheet, which is incorporated into the contract as Attachment A. The 2015 estimated CSBG allocation is based on the 2014 CSBG allocation. When completing your CSBG fiscal data budget forms, please use the amount identified for your agency on the spreadsheet under Column A, "Total Estimated Allocation For Budgeting". The 2015 CSBG contract will be amended as additional funds are appropriated.

As required by statute, upon execution of the 2015 CSBG contract, CSD will issue a working capital advance not to exceed 25 percent of the total estimated allocation. The advance distribution amount is identified on the allocation spreadsheet (Attachment A) in the Total Advance Available column.

Also, attached is the CSBG Public Website Update Form (CSD 168). In addition, this form is located on the CSD Provider's website under the forms drop down tab. The purpose of this form is to update CSD's public website with each agency's current program services provided by the network. CSD is requiring all contractors to complete the form in its entirety and return it with your 2015 CSBG contract.

2015 CSBG Contract
November 24, 2014
Page 2

On December 9, 2014, from 1:30-3:00 p.m. CSD will be conducting a training webinar to review and answer questions on the 2015 CSBG contract language. Further information on the webinar will be sent out on the CSD CSBG blog. If you have any questions, please contact your CSD Field Representative.

Thank you for your dedication and commitment to serve low-income individuals and families throughout the state. I look forward to working in partnership with you to develop innovative and effective programs as well as strengthen our capacity to, not only improve the lives of those living in poverty, but to reduce poverty in California.

Sincerely,



LINNE STOUT
Director

Attachments

Attachment A
 State of California
 Department of Community Services and Development
 2015 CSBG Allocation
 CAAs

County	Agency	Contract Number	ESTIMATED 2015 ALLOCATION			Total Advance Available**
			A Total Estimated Allocation (For Budgeting)	B First Release (10/31/14)	C Total 2015 Contract*	
Alameda	Berkeley Community Action Agency	15F-2001	248,051	67,010	67,010	62,013
Alameda	City of Oakland, Department of Human Services	15F-2002	1,258,856	340,076	340,076	314,714
Alpine	Inyo Mono Advocates for Community Action, Inc.	15F-2003	1,216	328	328	304
Amador/Tuolumne	Amador/Tuolumne Community Action Agency	15F-2004	242,865	65,609	65,609	60,716
Butte	Community Action Agency of Butte County, Inc.	15F-2005	335,823	90,722	90,722	83,956
Calaveras/Mariposa	Calaveras-Mariposa Community Action Agency	15F-2006	242,242	65,441	65,441	60,561
Colusa	SEE GLENN					
Contra Costa	Contra Costa Employment & Human Services Dept/CSB	15F-2007	790,619	213,583	213,583	197,655
Del Norte	Del Norte Senior Center	15F-2008	47,569	12,851	12,851	11,892
El Dorado	El Dorado County Health and Human Services Agency	15F-2009	265,790	71,802	71,802	66,448
Fresno	Fresno County Economic Opportunities Commission	15F-2010	1,723,908	465,708	465,708	430,977
Glenn/Colusa/Trinity	Glenn County Health and Human Services Agency	15F-2011	243,600	65,808	65,808	60,900
Humboldt	Redwood Community Action Agency	15F-2012	250,211	67,594	67,594	62,553
Imperial	Campesinos Unidos, Inc.	15F-2013	291,260	78,683	78,683	72,815
Inyo/Mono	Inyo Mono Advocates for Community Action, Inc.	15F-2014	240,595	64,996	64,996	60,149
Kern	Community Action Partnership of Kern	15F-2015	1,384,531	374,027	374,027	346,133
Kings	Kings Community Action Organization, Inc.	15F-2016	279,943	75,626	75,626	69,986
Lake/Mendocino	North Coast Opportunities	15F-2017	507,983	137,230	137,230	126,996
Lassen/Plumas/Sierra	Lassen/Plumas/Sierra Community Action Agency	15F-2018	241,931	65,357	65,357	60,483
Los Angeles	Foothill Unity Center	15F-2019	299,600	80,936	80,936	74,900
Los Angeles	Long Beach Community Action Partnership	15F-2020	731,604	197,641	197,641	182,901
Los Angeles	County of Los Angeles Dept. of Public Social Services	15F-2021	5,644,048	1,524,722	1,524,722	1,411,012
Los Angeles	City of Los Angeles Housing & Community Investment Dep	15F-2022	6,112,576	1,651,294	1,651,294	1,528,144
Madera	Community Action Partnership of Madera County, Inc.	15F-2023	259,401	70,076	70,076	64,850
Marin	Community Action Marin	15F-2024	250,683	67,721	67,721	62,671
Mariposa	SEE CALAVERAS					
Mendocino	SEE LAKE					
Merced	Merced County Community Action Agency	15F-2025	464,199	125,402	125,402	116,050
Modoc/Siskiyou	Modoc-Siskiyou Community Action Agency	15F-2026	243,600	65,808	65,808	60,900
Mono	SEE INYO					
Monterey	Monterey County Community Action Partnership	15F-2027	465,111	125,648	125,648	116,278
Napa	Community Action Napa Valley	15F-2028	266,756	72,063	72,063	66,689
Nevada	Nevada County Dept. of Housing & Community Services	15F-2029	258,572	74,530	74,530	64,643
Orange	Community Action Partnership of Orange County	15F-2030	2,540,583	686,331	686,331	635,146

Attachment A

State of California
Department of Community Services and Development
2015 CSBG Allocation
CAAs

County	Agency	Contract Number	ESTIMATED 2015 ALLOCATION			Total Advance Available**
			A Total Estimated Allocation (For Budgeting)	B First Release (10/31/14)	C Total 2015 Contract*	
Placer	Project Go, Inc.	15F-2031	310,761	83,951	83,951	77,690
Plumas	SEE LASSEN					
Riverside	Community Action Partnership of Riverside County	15F-2032	2,417,224	653,005	653,005	604,306
Sacramento	Sacramento Employment and Training Agency	15F-2033	1,642,709	443,773	443,773	410,677
San Benito	San Benito County DCS & WD	15F-2034	249,044	67,278	67,278	62,261
San Bernardino	Community Action Partnership of San Bernardino County	15F-2035	2,503,036	676,187	676,187	625,759
San Diego	County of San Diego, H&HSA, CAP	15F-2036	3,100,394	837,562	837,562	775,099
San Francisco	Economic Opportunity Council of San Francisco	15F-2037	794,857	214,728	214,728	198,714
San Joaquin	San Joaquin County Dept. of Aging & Community Services	15F-2038	906,307	244,836	244,836	226,577
San Luis Obispo	CAP of San Luis Obispo County, Inc.	15F-2039	276,552	74,710	74,710	69,138
San Mateo	San Mateo County Human Services Agency	15F-2040	421,485	113,863	113,863	105,371
Santa Barbara	Community Action Commission of Santa Barbara Co., Inc.	15F-2041	492,585	133,070	133,070	123,146
Santa Clara	Sacred Heart Community Service	15F-2042	1,316,024	355,520	355,520	329,006
Santa Cruz	Community Action Board of Santa Cruz County, Inc.	15F-2043	269,755	72,873	72,873	67,439
Shasta	Shasta County Community Action Agency	15F-2044	278,386	75,205	75,205	69,597
Sierra	SEE LASSEN					
Siskiyou	SEE MODOC					
Solano	Community Action Partnership of Solano, JPA	15F-2045	357,591	96,602	96,602	89,398
Sonoma	Community Action Partnership of Sonoma County	15F-2046	417,061	112,668	112,668	104,265
Stanislaus	Central Valley Opportunity Center, Inc.	15F-2047	711,992	192,342	192,342	177,998
Sutter	Sutter County Community Action Agency	15F-2048	250,185	67,587	67,587	62,546
Tehama	Tehama County Community Action Agency	15F-2049	265,436	71,707	71,707	66,359
Trinity	SEE GLENN					
Tulare	Community Services & Employment Training, Inc.	15F-2050	835,358	225,669	225,669	208,840
Tuolumne	SEE AMADOR					
Ventura	Community Action of Ventura County, Inc.	15F-2051	633,927	171,253	171,253	158,482
Yolo	County of Yolo, Dept. of Employment & Social Services	15F-2052	273,802	73,967	73,967	68,451
Yuba	Yuba County Community Services Commission	15F-2053	253,327	68,435	68,435	63,332
TOTAL, all counties			45,111,524	12,191,414	12,191,414	11,277,886

* Equals contract facesheet (STD 213, Item 3)

** Represents 25% of the Total Estimated Allocation (For Budgeting)

State of California
 Department of Community Services and Development
 2015 CSBG Allocation
 Non-CAAs

Attachment A

NATIVE AMERICAN INDIANS

Agency	Contract Number	ESTIMATED 2015 ALLOCATION			Total Advance Available**
		A Total Estimated Allocation (For Budgeting)	B First Release (10/31/14) PCA 40315	C Total 2015 Contract*	
Karuk Tribe of California (Core Funding)	15F-2101	42,000	11,346	11,346	10,500
Karuk Tribe of California	15F-2102	73,362	19,818	19,818	18,341
NCIDC (Core Funding)	15F-2103	122,000	32,958	32,958	30,500
NCIDC/LIFE (Core Funding)	15F-2104	<i>(Included with NCIDC below)</i>			
NCIDC	15F-2104	1,812,252	489,574	489,574	453,063
LAC/County NAIC of Los Angeles	15F-2105	261,949	70,765	70,765	65,487
TOTAL		2,311,563	624,461	624,461	577,891

MIGRANT & SEASONAL FARMWORKERS

Agency	Contract Number	ESTIMATED 2015 ALLOCATION			Total Advance Available**
		A Total Estimated Allocation (For Budgeting)	B First Release (10/31/14) PCA 40215	C Total 2015 Contract*	
California Human Development Corporation	15F-2201	1,363,230	368,272	368,272	340,808
Proteus, Inc.	15F-2202	2,193,021	592,437	592,437	548,255
Central Valley Opportunity Center, Inc.	15F-2203	533,438	144,107	144,107	133,360
Center for Employment Training	15F-2204	1,837,396	496,367	496,367	459,349
TOTAL		5,927,085	1,601,183	1,601,183	1,481,772

LIMITED PURPOSE AGENCIES (DISCRETIONARY FUNDS)

Agency	Contract Number	2015 ALLOCATION			Total Advance Available**
		A Total Allocation (For Budgeting)	B First Release (10/31/14) PCA 40415	C Total 2015 Contract*	
Campesinos Unidos, Inc.	15F-2301	81,846	81,846	81,846	20,462
Community Design Center	15F-2302	123,262	123,262	123,262	30,816
Del Norte Senior Center	15F-2303	89,600	89,600	89,600	22,400
Rural Community Assistance Corporation	15F-2304	138,053	138,053	138,053	34,513
TOTAL		432,761	432,761	432,761	108,191

* Equals contract facesheet (STD 213, Item 3)

** Represents 25% of the Total Estimated Allocation (For Budgeting)



LINNÉ K. STOUT
DIRECTOR

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www.csd.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

November 24, 2014

To: All Community Services Block Grant Contractors
From: Contract Services Unit
Subject: **2015 Community Services Block Grant Contract (CSBG)**

The 2015 contract format has changed and is now a two-part agreement. Part I consists of the base contract requirements such as the Scope of Work, General Terms and Conditions, and Budget Contingencies. Part II consists of Administrative, Financial and Programmatic Policies and Procedures. Exhibits have been replaced with Subparts A through H, and subcategories are referenced as Articles instead of Exhibits.

Only Part I of the contract is being exchanged for execution with original signatures. Part II of the contract has been incorporated by reference in Part I of the contract as outlined in Article 2.1, Section D. Part II, and all required forms can be printed out from the CSD Provider's Website on the 2015 Contract page <http://providers.csd.ca.gov/CSBG/Contracts.aspx>.

Enclosed is your agency's contract packet for the 2015 Community Services Block Grant. It includes the two copies of the face sheet (STD 213), Part I of the contract, and a Certification Regarding Lobbying.

In order to expedite the execution of your contract packet, please observe the following instructions, and feel free to use this letter as a checklist.

- Complete the section labeled "Contractor's Name" on both face sheets (STD 213). Print or type the name and title of the person who is authorized to sign the contract. Print the date signed. **Ensure that your agency's authorized representative has signed both face sheets.**
- Contractors shall submit a current roster of members of its governing board, including contact information for each board member at a location other than the office of the eligible entity and the most recent version of the organizational bylaws. Contractor's governing board must authorize the execution of this Agreement. Contractor has the option of demonstrating such authority by direct signature by a Board member or by any lawful delegation of such authority that is

another CSD contract and that general resolution applies to all CSD contracts, you need not resubmit it now. Please refer to the Contract's Part II, Article 4.1 Board Roster, Bylaws, Resolution, and Minutes.

- The following documents and forms must be completed, signed, and returned (as applicable) as part of your contract packet:

- **CSBG Contract Part I**
 - Article 1 Scope of Work
 - Article 2 Contract Construction, Administration, Procedures
- **425 Budget Series (Forms):**
 - CSD 425.S CSBG Contract Budget Summary
 - CSD 425.1.1 CSBG Budget Support Personnel Cost
 - CSD 425.1.2 CSBG Budget Support Non Personnel Cost
 - CSD 425.1.3 CSBG Budget Support Other Agency Operating Funds
 - CSD 425.1.4 CSBG Contract Budget Narrative
- **CSBG/NPI Workplan CSD 801 W**
- **Certification Regarding Lobbying/Disclosure of Lobbying Activities**
- **Executive Director and Board Roster CSD 188**
- **CSD Public Website Update Form CSD 168**

- Do not use correction fluid or tape. Do not make any changes or notations to the contract document. If any corrections are necessary, please contact your Field Representative. If you need to reproduce contract pages, please do so single-sided only.

- When you return the contract packet to CSD, please arrange all pages, including the face sheets, Part I, and the Certification Regarding Lobbying in the same order in which you received them. All forms printed from the CSD Provider's Website will need to be added to the back of the contract packet. Include your budget forms, board roster, bylaws, resolution, and minutes as applicable; insurance and fidelity bond documents; advance request; and, if desired, a transmittal letter, but do not staple or otherwise attach these documents to the contracts themselves. Part II is outlined above for your reference only.

- Please return **both completed contract packets** within 30 days (45 days for public agencies) to:

Contract Services Unit
Department of Community Services and Development
2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833-4246

Please keep in mind that in order for CSD to execute your contract, all of your agency's contract documents must be **complete**. Authorized persons must sign both face sheets and applicable attachments.

Except as waived for self-insured governmental entities, the Certificate of Liability Insurance must name CSD as the Certificate Holder and as an additional insured, except for workers' compensation and fidelity bond. Insurance documents that are on file at CSD must be current or replaced. Coverage must include worker's compensation insurance, fidelity bond, general liability, and vehicle insurance.

If you have questions regarding the contracting process, you may contact Michelle Hill at (916) 576-3900. For questions regarding the board roster, bylaws, resolution, and minutes; reporting forms; insurance; or any other requirements, please contact your Field Representative.

Sincerely,



SEAN HAMMER
Administrative Operations Manager

SH:mh
Enclosures

AGREEMENT NUMBER 15F-2040	AMENDMENT NUMBER 0
REGISTRATION NUMBER	

1. This Agreement is entered into between the State Agency and the Contractor named below

STATE AGENCY'S NAME

Department of Community Services and Development

CONTRACTOR'S NAME

San Mateo County Human Services Agency

2. The term of this Agreement is: **January 1, 2015 through December 31, 2015**

3. The maximum amount of this Agreement is: **Total \$113,863.00**

4. The parties agree to comply with the terms and conditions of the following exhibits that are by this reference made a part of the Agreement:

Part I

Preamble

Article 1 - Scope of Work

Article 2 - Contract Construction, Administration, Procedure

Part II*

Subpart A - Administrative Requirements*

Subpart B - Financial Requirements*

Subpart C - Programmatic Requirements*

Subpart D - Compliance Requirements*

Subpart E - Certification and Assurances*

Subpart F - State Contracting Requirements*

Subpart G - Definitions*

Subpart H - Table of Forms and Attachments*

Items shown with an Asterisk (*) are hereby incorporated by reference and made a part of this agreement as if attached hereto. These documents can be accessed at <https://providers.csd.ca.gov/>.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR

**CALIFORNIA
 Department of General Services
 Use Only**

CONTRACTOR'S NAME *(If other than an individual, state whether a corporation, partnership, etc.)*

San Mateo County Human Services Agency

BY *(Authorized Signature)*

DATE SIGNED *(Do not type)*

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

1 Davis Drive - Fiscal Department, Belmont, CA 94002

STATE OF CALIFORNIA

AGENCY NAME

Department of Community Services and Development

BY *(Authorized Signature)*

DATE SIGNED *(Do not type)*

PRINTED NAME AND TITLE OF PERSON SIGNING

Cindy Halverstadt, Deputy Director, Administrative Services

ADDRESS

2389 Gateway Oaks Drive, Suite 100, Sacramento, California 95833

"I hereby certify that all conditions for exemption have been complied with, and this document is exempt from the Department of General Services approval."

Exempt per _____

STANDARD AGREEMENT
PART I

PART I

PREAMBLE

This subvention agreement, for the funding of Community Service Block Grant (CSBG) programs in 2015 (“Agreement”), is entered into between the Department of Community Services and Development (“CSD”) and the contractor named on Form STD. 213, the face sheet of this document (“Contractor”), and shall be enforceable on the date last signed.

NOW THEREFORE, in consideration of the promises and of the mutual agreements and covenants hereinafter set forth, the CSD and Contractor hereby agree as follows:

ARTICLE 1 – SCOPE OF WORK

1.1 General

- A. Contractor shall administer and/or operate community-based programs designed to reduce poverty, revitalize low-income communities, and empower low-income families and individuals within Contractor’s service area (described in Section 1.3) to achieve greater self-sufficiency, pursuant to Title 42 of the United States Code (USC) Section 9901 et seq. (the Community Services Block Grant Act, as amended) and Government Code Section 12085 et seq., as amended. Unless otherwise specified in the Contractor’s Community Action Plan or elsewhere in this Agreement, Contractor shall make its services and activities available to the low-income community within its service area throughout the entire term of this Agreement. Contractor shall ensure that all services funded in whole or in part through this Agreement will support state and federal policies and goals of the CSBG Act as set forth in the above-referenced statutes.
- B. The CSBG Catalog of Federal Domestic Assistance number is 93.569. The award is made available through the United States Department of Health and Human Services.

1.2 Term and Amount of Agreement

- A. The term of this Agreement shall be as specified on the face sheet (STD. 213).
- B. The Maximum Amount of this Agreement shall be as specified on the face sheet and is subject to adjustment(s), in accordance with the following terms:
 - 1. The initial amount shall be based on a partial allocation of the federal Community Services Block Grant for federal fiscal year (FFY) 2015, awarded to the State pursuant to one or more continuing resolutions passed by the Congress prior to the execution of this Agreement.

ARTICLE 1 – SCOPE OF WORK

**STANDARD AGREEMENT
PART I**

2. Upon the issuance of each subsequent federal allocation, including the full annual allocation to the State for FFY 2015, CSD shall issue an amendment to this Agreement to increase the Maximum Amount by the amount to be distributed to Contractor as calculated pursuant to CA Government Code §§ 12750 – 776 and applicable CSBG State Plan provisions.

1.3 Service Area

The services shall be performed in the following service area:

See Part II, Subpart H. The 2015 CSBG Numbers, Contractors, and Service Territories listing may be accessed at <http://providers.csd.ca.gov>.

1.4 Legal Authorities – Program Requirements, Standards and Guidance

- A. All services and activities are to be provided in accordance with all applicable federal, state, and local laws and regulations, and as those laws and regulations may be amended from time to time, including but not limited to, the following:
 1. The Community Services Block Grant Act, as amended, 42 U.S.C. §9901 et seq., and 45 Code of Federal Regulations (CFR) Part 96;
 2. The California Community Services Block Grant Program, Government Code §12085 et seq., as amended, and Title 22, California Code of Regulations (CCR) §§100601-100795;
 3. The Single Audit Act, 31 U.S.C. §7301 et seq., and Office of Management and Budget (OMB) Circular A-133 and its appendices and supplements, except as otherwise provided in this Agreement.
- B. *Conflict of laws.* Contractor shall comply with all of the requirements, standards, and guidelines contained in the authorities listed below, as they may be amended from time to time, with respect to procurement requirements, administrative expenses, and other costs claimed under this Agreement, including those costs incurred pursuant to subcontracts executed by Contractor, notwithstanding any language contained in the following authorities that might otherwise exempt Contractor from their applicability. To the extent that the requirements, standards, or guidelines directly conflict with any State law or regulation at Government Code §12085 et seq. or 22 CCR §100601 et seq., or any provision of this Agreement, then that law or regulation or provision shall apply, unless, under specified circumstances, a provision of federal law applicable to block grants, such as 45 CFR 96.30, allows for the application of state law.
 1. OMB Circular A-102 (Common Rule for State and Local Governments), as codified by the Department of Health and Human Services (HHS) at 45 CFR Part 92;

STANDARD AGREEMENT**PART I**

2. OMB Circular A-110 (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and other Non-Profit Organizations), as codified by HHS at 45 CFR Part 74;
 3. OMB Circular A-87 (Cost Principles for State, Local and Indian Tribal Governments) as codified at 2 CFR Part 225;
 4. OMB Circular A-122 (Cost Principles for Non-Profit Organizations) as codified at 2 CFR Part 230.
 5. Contractor further agrees to abide by all requirements in California Contractor Certification Clauses 307 (CCC-307).
- C. CSD shall provide Contractor with specific program guidance which shall be binding on the Contractor as a condition of the Contractor's eligibility to receive CSBG funds, PROVIDED:
1. That such guidance shall be issued by CSD in writing in the form of "CSD Program Notice (CPN) No. XX-XX" posted at <https://providers.csd.ca.gov>.
 2. That such guidance shall be issued by CSD in the most timely and expeditious manner practicable;
 3. That such guidance shall be reasonably necessary to realize the intent and purposes of the CSBG Act;
 4. That major and material changes in program requirements which substantially affect the Contractor's and/or CSD's ability to fulfill contractual obligations, or which otherwise create a substantial hardship on either the Contractor or CSD, shall be subject to an amendment to this Agreement;
 5. That the parties' failure or inability to execute a mutually acceptable amendment, under circumstances described in the preceding subparagraph 1.4 C. 4, within a period of time allowing the parties to reasonably comply with any major change(s) in CSBG requirements, shall result in this Agreement being without force and effect, subject only to such provisions contained herein as are intended to survive the Agreement in accordance with the express and implied provisions of applicable federal and state law;
 6. That Contractor is duly informed of the risk of de-designation as an eligible entity, based on CSD's obligation to avoid/minimize interruption of CSBG-funded services in any part of the state, in the event that this Agreement terminates due to failure to agree to any necessary amendment; and,

**STANDARD AGREEMENT
PART I**

7. That upon CSD's or Contractor's good faith determination, delivered to the other party by written notice, that agreement to any necessary amendment as contemplated in subparagraph 1.4 C. 4. above cannot be achieved, then this contract shall be terminated, and any issues of eligible entity status addressed, in accordance with requirements of federal and state law and established CSD policy and procedure.

- D. The federal and state laws, regulations and other authorities referenced in the present paragraph 1.4 are hereby incorporated by reference into this Agreement. Copies may be accessed for reference at www.csd.ca.gov.

**STANDARD AGREEMENT
PART I**

ARTICLE 2 – CONTRACT CONSTRUCTION, ADMINISTRATION, PROCEDURE

2.1 Base Contract and Whole Agreement

- A. This Agreement consists of two parts, which together constitute the whole agreement between CSD and Contractor.
- B. Part I is the “Base Contract” which consists of the following:
1. The face sheet (Form STD. 213) which specifies:
 - a. the parties to the Agreement;
 - b. the term of the Agreement;
 - c. the maximum dollar amount of the Agreement; and
 - d. the authorized signatures and dates of execution.
 2. The Preamble, Article 1 and Article 2
- C. Part II consists of the “Administrative and Programmatic Provisions” which are comprised of Subparts A through H, including specified requirements, obligations, provisions, procedures, guidance, forms and technical materials necessary for program implementation.
- D. Agreed-upon Contract Execution Provisions, Procedures and Required Forms
1. Part I, the Base Contract, will be exchanged by the parties for execution with original signatures, fully executed copies being retained by each party.
 2. Contractor must complete the following forms, available on the providers’ website at <https://providers.csd.ca.gov>, and return them with the executed contract:
 - a. 425 Budget Series Forms
 - i. CSD 425.S CSBG Contract Budget Summary
 - ii. CSD 425.1.1 CSBG Budget Support Personnel Cost
 - iii. CSD 425.1.2 CSBG Budget Support Non Personnel Cost
 - iv. CSD 425.1.3 CSBG Budget Support Other Agency Operating Funds
 - v. CSD 425.1.4 CSBG Contract Budget Narrative
 - b. CSBG/NPI Workplan CSD 801 W (Form)
 - c. Certification Regarding Lobbying/Disclosure of Lobbying Activities
 - d. Executive Director and Board Roster CSD 188 (Form)

ARTICLE 2 – CONTRACT CONSTRUCTION, ADMINISTRATION, PROCEDURE

**STANDARD AGREEMENT
PART I**

3. *Board Resolution.* Contractor must also submit a governing board resolution with an original signature of the board's authorized representative, identifying the individual(s) authorized to execute the 2015 CSBG Agreement and any amendments.
4. Part II, Administrative and Programmatic Provisions (and Table of Forms and Attachments) is hereby incorporated by reference into this Agreement, is an essential part of the whole Agreement, and is fully binding on the parties.
5. CSD shall maintain a certified date-stamped hardcopy of Part II for inspection by Contractor during normal business hours, as well as a date-stamped, PDF version of Part II on CSD's "Provider Website," which may be accessed by Contractor, downloaded and printed at Contractor's option.
6. Neither Part I nor Part II of this Agreement may be changed or altered by any party, except by a formal written, fully executed amendment, or as provided in Article 1.4C with respect to program guidance, or as provided in Part II, Subpart A, Article 3 – Agreement Changes. Upon such amendment of any provision of Part II, the amended PDF version shall be date-stamped and posted to the Provider Website until such time as a subsequent Agreement or amendment is executed by the parties.
7. Contractors that are public or governmental entities with local provisions requiring receipt of a hardcopy of all parts of this Agreement as a prerequisite to execution, as well as other contractors that make special arrangements with CSD, may receive hardcopies of Parts I and II for execution and retention.

2.2 State Contracting Requirements – “General Terms and Conditions, GTC 610”

In accordance with State contracting requirements, specified contracting terms and conditions are made a part of this agreement. The provisions in their entirety, previously located in Exhibit C of the CSBG contract, are now found in Part II, Subpart F of this Agreement and are fully binding on the parties in accordance with state law.

2.3 Contractor's Option of Termination

- A. Contractor may, at Contractor's sole option, elect to terminate this contract in lieu of adherence to the procedures set out in subparagraph 1.4 C, should Contractor determine that any subsequent program guidance or proposed amendment to the contract is unjustifiably onerous or otherwise adverse to Contractor's legitimate business interests and ability to implement the contract in an effective and reasonable manner, PROVIDED:

**STANDARD AGREEMENT
PART I**

1. Such notice of termination is in writing and will be effective upon receipt by CSD, delivered by U.S. Certified Mail, Return Receipt Requested.
 2. Notice contains a statement of the reasons for termination with reference to the specific provision(s) in the program guidance or proposed amendment in question.
- B. Contractor shall be entitled to reimbursement for all allowable costs incurred prior to termination of the contract. Such reimbursement shall be in accordance with the program guidance and contract provisions in effect at the time the cost was incurred.
- C. Contractor shall, within 60 days of termination, closeout the contract in accordance with contractual closeout procedures.
- D. By executing this Agreement, Contractor acknowledges and understands that voluntary termination prior to the end of the Agreement term may result in Contractor's permanent or temporary de-designation as an eligible entity, due to CSD's obligation to seek replacement CSBG provider(s) in accordance with state and federal CSBG requirements.

2.4 Budget Contingencies

A. State Budget Contingency

1. It is mutually agreed that if funds are not appropriated for implementation of CSBG programs through the state budget process or otherwise, whether in the current year and/or any subsequent year covered by this Agreement, this Agreement shall be of no further force and effect. Upon written notice to Contractor by CSD that no funds are available for contract implementation, the Agreement shall be terminated and the State shall have no obligation to pay Contractor or to furnish other consideration under this Agreement and Contractor shall not be obligated for performance.
2. If CSBG funding for any fiscal year is reduced to such degree that CSD reasonably determines that the program cannot be implemented effectively, the State shall at its sole discretion have the option either to terminate this Agreement upon written notice to Contractor or, in the alternative, to offer and negotiate an amendment addressing the reduced funding. If the parties fail to reach agreement on such amendment, CSD may at its option give written notice of termination without further obligation by either party except for contract closeout obligations and final settlement.

**STANDARD AGREEMENT
PART I**

B. Federal Budget Contingency

1. The parties agree that because of uncertainty in the federal budget process, this Agreement may be executed before the availability and amounts of federal funding can be ascertained, in order to minimize delays in the provision of services and the distribution of funds. The parties further agree that the obligations of the parties under this Agreement are expressly contingent on adequate funding being made available to the state by the United States Government.
2. If federal funding for any fiscal year is reduced to such degree that CSD reasonably determines that the program cannot be implemented effectively, the State shall at its sole discretion have the option either to terminate this Agreement upon written notice to Contractor or, in the alternative, to offer and negotiate an amendment addressing the reduced funding. If the parties fail to reach agreement on such amendment, CSD may at its option give written notice of termination without further obligation by either party except for contract closeout obligations and final settlement.
3. If federal funding authorities condition funding on any obligations, restrictions, limitations, or conditions not existent when this Agreement was executed, this Agreement shall be amended by mutual agreement for compliance with such obligations, restrictions, limitations or conditions. Failure of the parties to reach agreement on such amendment shall render this Agreement without force and effect.
4. Subject to the provisions of 2.4 B. 2., CSD shall authorize expenditures of funds under this Agreement based on any Continuing Resolution appropriations. CSD shall notify the Contractor in writing of authorized interval funding levels.

2.5 Miscellaneous Provisions

- A. **Assignment.** Neither this Agreement nor any of the rights, interests, or obligations under this Agreement shall be assigned by any party without the prior written consent of the other parties, except in the case where responsibility for program implementation and oversight may be transferred by the State to another State agency. In the event of such transfer, this Agreement is binding on the agency to which the program is assigned.
- B. **Merger/Entire Agreement.** This Agreement (including the attachments, documents and instruments referred to in this Agreement) constitutes the entire agreement and understanding of the parties with respect to the subject matter of this Agreement and supersedes all prior understandings and agreements, whether written or oral, among the parties with respect to such subject matter.

ARTICLE 2 – CONTRACT CONSTRUCTION, ADMINISTRATION, PROCEDURE

STANDARD AGREEMENT
PART I

C. Severability. If any provision of this Agreement be invalid or unenforceable in any respect for any reason, the validity and enforceability of any such provision in any other respect and of the remaining provisions of this Agreement will not be in any way impaired and shall remain in full force and effect.

D. Notices. Unless otherwise provided herein, notice given by the parties shall be in writing, delivered personally, by United States mail, or by overnight delivery service (with confirmation). Certain reporting and other communications may be delivered electronically as specified by CSD or as is customary between the parties. Notice shall be delivered as follows:

1. To Contractor's address of record; and
2. To CSD at:

Department of Community Services and Development
Field Operations Services
2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833



CERTIFICATION REGARDING LOBBYING
DEPARTMENT OF HEALTH AND HUMAN SERVICES
FAMILY SUPPORT ADMINISTRATION

PROGRAM: **Community Services Block Grant**

PERIOD: January 1, 2015 through December 31, 2015

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award document for subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Title

Signature

Agency/Organization

Date

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB
0348-0046

Complete the form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of Last report _____	
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: _____			5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known: _____		
6. Federal Department/Agency:			7. Federal Program Name/Description: CFDA Number, if applicable: _____		
8. Federal Action Number, if known:			9. Award Amount, if known: \$ _____		
10. a. Name address of Lobbying Entity (if individual, last name, first, name, MI):			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):		
(attach Continuation Sheet(s) SF-LLL-A, if necessary)					
11. Amount of Payment (check all that apply): \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned			13. Type of Payment (check all that apply): <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other; specify: _____		
12. Form of Payment (check all that apply): <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____					
14. Brief Description of Services Performed or to be Performed and Date(s) of Services, including officer(s), employee(s), or Member(s), contacted, for Payment indicated in Item 11: (Attach Continuation Sheet(s) SF-LLL-A, if necessary)					
15. Continuation Sheet(s) SF-LLL-A attached: <input type="checkbox"/> Yes <input type="checkbox"/> No					
16. Information requested through this form is authorized by Title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1353. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty for not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____		
Federal Use Only:				Authorized for Local Reproductions Standard Form - LLL	

DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET

Approved by OMB
0348-0046

Reporting Entity: _____ Page _____ of _____

INSTRUCTION FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and ZIP Code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in Item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
- (b) Enter the full name of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget. Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

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